

LAKE CRYSTAL COMMUNITY ROOM AGREEMENT

\$60.00 Flat Fee – 8 Hours – Non-Refundable	Cash/Check_____
\$35.00 Flat Fee – 4 Hours – Non-Refundable	Cash/Check_____
Free - Government entities and Non-Profit	_____
\$50.00 Deposit – Refundable – After Inspection	Cash/Check_____

I have read the above rules and hereby agree to abide by those rules.

Organization/Type of Event: _____

Person Responsible (age 21 or more) _____

Address: _____

Phone#: _____ Date(s) of Event: _____

Start Time: _____ End Time: _____

Signature: _____ Date: _____

LAKE CRYSTAL COMMUNITY ROOM AGREEMENT

The following are the fees for the use of the Community Room:

\$60.00 Fee – 8 Hours – Non-Refundable

\$35.00 Fee – 4 Hours – Non-Refundable

\$50.00 Deposit – Refundable – After Inspection

Reservations taken for the government entities and Non-profit Organizations will be at no charge. Deposits are required for all non-profits, government entities, groups, and organizations.

Other groups, organizations and individuals will pay the above fee schedule for use of the Community Room.

All fees and approvals will be determined and collected by the staff at City Hall.

A key can be picked up at City Hall one (1) week prior to your event.

Rental or use of the Community Room will be limited to groups of 60 people or less. Larger groups will be directed to an alternative facility.

Reservations for the Community Room can be made up to three (3) months in advance.

Parties renting the Community Room are not authorized, at any time, to enter any rooms other than the Community Room and kitchen.

Parties using the Community Room must understand that theft or misuse of the facility will not be tolerated.

No Alcohol will be allowed. This will result in the loss of your deposit.

Anyone using the Community Room is completely responsible for leaving the room in a clean and organized state. The Community Room facilities must be cleaned immediately after the event. **(See back for clean-up instructions)**

The following are the clean-up instructions:

1. **Bring your own coffee & supplies** (*Instructions for use of the coffee machine are posted in the kitchen*)
2. **Bring your own towels and cleaning supplies;**
3. Wipe tables & countertops (tables can not be removed from the building);
4. **Bring your own table covers to cover all tables that you use (12 round, 4 oblong);**
5. Absolutely **NOTHING** on the walls;
6. Wash, dry, and put away all dishes;
7. Vacuum & clean spills immediately;
8. Wipe off & return tables & chairs to original position (*photo included as an attachment*);
9. Adjust thermostat when leaving (70°);
10. Turn off all lights (*Lighting instructions are included as an attachment*)
11. Remove bagged garbage to refuse cart located along the outside of the east side of the building; *New bags located at the bottom of the garbage can.*
12. Lock Building (*locking instructions attached*);
13. Return Key to City Hall (Monday – Friday 8am to 4 pm or leave in drop box)

After an inspection of the Community Room has been completed and the janitorial staff has notified City Hall staff that the Community Room was left in satisfactory condition, the \$50.00 deposit fee will be mailed back to you.

Repair costs resulting from any damages to the premises or equipment will be charged or deducted from the deposit fee of the user renting the Community Room. If replacements or repair costs exceed the deposit fee (\$50), the responsible user will be billed the difference.

In Case of Emergency please call Teri Hobart – 351-1905

PLEASE RETURN THE COMMUNITY ROOM TO THE SET UP BELOW



COMMUNITY ROOM Wl-Fi

INSTRUCTIONS



NETWORK: Com Room-2.4GHz_GuestNetwork

PASSWORD: BeOurGuest

CITY HALL LOCKING INSTRUCTIONS



Key pads (pictured above) are located at the North and South entrances to the building and the North entrance to the community room.

To unlock City Hall:

1. Scan your key fob over the key pad, PAUSE, then swipe again. The light will turn green and you will hear a beep.
2. Once the light turns green, the North and South entrance doors will be permanently unlocked.

To lock City Hall:

1. Scan your key fob over the key pad (the light will turn red and you will hear a beep)
2. Once the light turns red, the North and South entrance doors will be permanently locked.

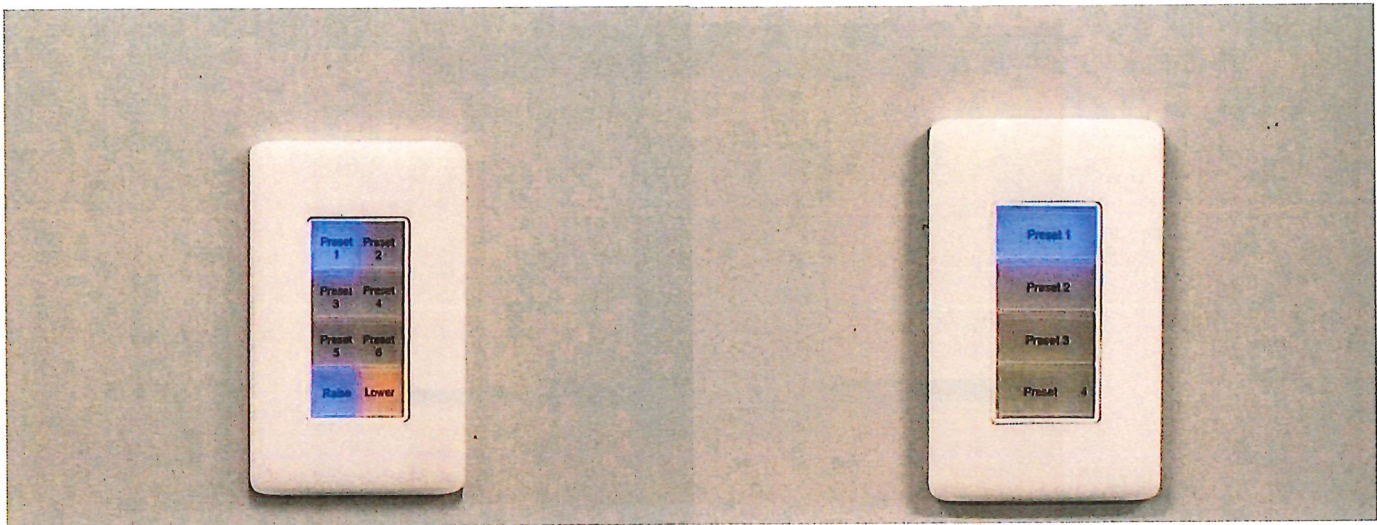
To unlock the Community Room:

1. Scan your key fob over the key pad at the North entrance to the Community Room (the light will turn green and you will hear a beep)
2. Open the door and use the door stop to prop the door open.
3. Use the door stops to prop open the remaining doors.

To lock the Community Room:

1. Shut the doors as you leave – all doors will be locked.

COMMUNITY ROOM LIGHTING INSTRUCTIONS



1. Lighting pads can be found on the North, South and West walls of the community room near the entrance and kitchen doors.
2. To turn lights on, press one of the available “Preset” buttons.
3. To turn lights off, press the “Preset” button that is lit up.
4. Each Preset results in a different lighting setting:
 - a. Preset 1 = All lights at standard brightness
 - b. Preset 2 = Lights nearest to entrance (West) dimmed
 - c. Preset 3 = Lights nearest to front (East) dimmed
 - d. Preset 4 = East and West lights dimmed
 - e. Preset 5 = All lights dimmed
 - f. Preset 6 = All lights at maximum brightness
5. You can raise and lower the brightness of all lights manually by pressing the “Raise” or “Lower” buttons.
6. The ONLY lights that are on a sensor are the hall lights. (They will shut off automatically) Please make sure you MANUALLY shut off the Community Room Lights and the Lobby lights by pressing the “Preset” button that is lit up.